



JOB SPECIFICATION
DEPUTY DIRECTOR - PLANNING

Code 10110
Grade EX 3

General Purpose

Under administrative direction, plan, implement and direct the Planning Division of the Development Services Department in preparing, revising, maintaining and implementing of the comprehensive master plan for the City of El Paso.

Typical Duties:

Plan, organize, manage and direct the planning programs. Involves: Oversee and assign work that involves preparing, revising and maintaining a comprehensive plan that addresses the physical, economic, demographic, environmental and social components of the City. Oversee the specific functions of the department including comprehensive planning, land development, demographics, personnel administration and community development. Explore methods for improving the planning process by developing plans and programs that are new and innovative. Manage priorities and progress of projects and activities.

Plan, design, implement and review department short- and long-term goals and priorities. Involves: Collect and analyze data. Prepare a variety of reports regarding division activities, accomplishments and goals. Implement and enforce department policies and procedures. Design, establish and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives. Assist in develop of budget. Monitor and approve expenditures.

Supervise assigned personnel. Involves: Participate, authorize or approve the hiring of staff. Supervise directly and through subordinate supervisors. Schedule, Assign and check work. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. As appointing authority, interview applicants and recommend hire, terminate, transfer, discipline, and assign merit pay or other employee status changes.

Represent the department in a professional manner. Involves: Meet with city management, and outside agency officials to inform of pending expansions or relocations. Make presentations to City management, Mayor and Council, boards and commissions members and other officials as required. Interact with a variety of governmental agencies, architects, engineers, neighborhood associations, private sector officials, school board members and others to provide and gather accurate information. Work with other city departments to provide assistance or gather information.



JOB SPECIFICATION
DEPUTY DIRECTOR - PLANNING

Code 10110
Grade EX 3

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of municipal codes related to subdivisions, zoning and public services.
- Application of comprehensive knowledge of the principles and practices of the development process and concerns, neighborhoods, public participation techniques and development issues.
- Application of considerable knowledge of city, state and federal zoning and land use codes, acts and regulations.
- Application of considerable knowledge of planning principles and techniques.
- Application of considerable knowledge of budget preparation and standard general and fiscal administration policies and practices.
- Application of considerable knowledge of management and supervisory principles and techniques.
- Establish and maintain effective working relationships with businesses, coworkers, department heads, officials, customers, regulatory agencies and the general public.
- Assess objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the City and the department.
- Clear concise oral and written communication to prepare and present comprehensive reports to Development Services Director, Council, City management, businesses and the general public.

Other Job Characteristics

- May work extended hours as an executive reporting to the Development Services Director.

Minimum Qualifications

Education and Experience: A Bachelor's degree in business or public administration or urban or regional planning or design or related field, and eight (8) years of professional urban or regional planning experience, including three (3) years supervisory experience.

Incumbents in an executive level job class will not be required to meet the educational requirements of his/her respective job class provided that the incumbent was permanently employed in the respective job class on June 2006. All employees hired into an executive level position after June 2006 are required to meet the educational requirement of the respective job class.

Licenses and Certificates: None.